

Regular Meeting
Wednesday, January 17, 2018
4:00 p.m. – Closed Session – Conference Room B2
5:00 p.m. – Public Session – Conference Room B2

District Office
North Facility
1400 E. Janss Road
Thousand Oaks, CA 91362

I. CLOSED SESSION

- 1.1 Call to Order: Closed session called to order by _____ at _____ pm
- 1.2 Public Employee Performance Evaluation, pursuant to Government Code Section 54957
Title: Director, Classified Personnel
- 1.3 ADJOURN: Closed session at ____ p.m.

II. OPENING PROVISIONS

- 2.1 Call to Order: Open session called to order by _____ at _____ pm
- 2.2 Pledge of Allegiance
- 2.3 Roll Call of Members:
____Nina Brandt, Chairperson; ____ Rose Jeffery, Vice- Chairperson; ____Nathan Harimoto, Member
- 2.4 REPORT on actions taken in closed session: _____

III. GENERAL INFORMATION

- 3.1 Request for APPROVAL of the agenda for the regular Personnel Commission meeting on January 17, 2018, as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___

- 3.2 Request for APPROVAL of the minutes for the regular Personnel Commission meeting on December 20, 2017 as *submitted or amended*.

Discussion/Action: M ___ S ___ Vote ___

- 3.3 HEAR Reports / Announcements
 - A. Director, Classified Personnel
 - B. Assistant Superintendent, Personnel Services
 - C. CSEA Representative
 - D. Commissioners

- 3.4 HEAR Public on items not appearing on the Agenda **Speaker card required*

IV. CONTINUOUS BUSINESS

- 4.1 VACANCY REPORT

4.2 ESTABLISHING FIELD OF COMPETITION FOR CURRENT/UPCOMING RECRUITMENTS

Request for APPROVAL of the field of competition for active/future recruitments as *submitted or amended*.

Exam #	Recruitment / Examination Title	Field of Competition
17-421-2	Purchasing Specialist	Open / Dual Certification
17-305-1	Intermediate Clerk Typist	Open / Dual Certification
17-301-1	Instructional Media Technician	Open / Dual Certification

Discussion/Action: M ___ S ___ Vote ___

4.3 RATIFICATION OF EMPLOYMENT ELIGIBILITY LISTS

Request for RATIFICATION of the employment eligibility lists as *submitted or amended*.

Exam #	Recruitment / Examination Title
17-215-2	Custodian
17-215-S	Custodian Substitute
17-411-1	Accounting Technician II

Discussion/Action: M ___ S ___ Vote ___

4.4 RECLASSIFICATION REQUEST REPORT

Job Class	Work Location	Employee Name	Supervisor	Date of Request	Status
Benefits Technician	DO/HR	Elizabeth Jacobs	Robert lezza, Deputy Sup, HR	09/29/16	RC 12/16/16 – not affirmed Appeal Request submitted 2/10/17 PC Business Order 2/15/17 Postponement Extra-duty stipend issued Pending evaluation for department configuration – function assignment

V. NEW BUSINESS – DISCUSSION / ACTION ITEMS

VI. NEXT MEETING

Regular meeting:

Closed Session January 17, 2018, 2017 4:00 p.m. – Location: DO / Building B – Conf Rm B2

Open Session: January 17, 2018 5:00p.m. – Location: DO / Building B – Conf Rm B2

VII. ADJOURNMENT

ADJOURN the regular Personnel Commission meeting at _____.

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Personnel Commission, and that are public record not otherwise exempt from disclosure, will be available at the Classified Personnel Office – 1400 E. Janss Road, Thousand Oaks, CA 91362. Agenda may also be available on the CVUSD website: www.conejousd.org – Departments/Personnel Services/Classified Personnel/Agenda Minutes Reports.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible to the attention of the Director, Classified Personnel.

**CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MINUTES – December 20, 2017**

I. CLOSED SESSION

1.1 Call to Order

The Conejo Valley Unified School District Personnel met in Closed Session on December 20, 2017, in the District Office Board Room. The meeting was called to order at 4:00 pm by Chairperson, Mrs. Rose Jeffery.

1.2 Public Employee Performance Evaluation

Pursuant to Government Codes Section 54957 – Director, Classified Personnel

1.3 Adjourn

Mrs. Jeffery adjourned Closed Session at 5:00 pm

II. OPENING PROVISIONS – OPEN SESSION:

2.1 Call to Order

The Conejo Valley Unified School District Personnel met in Open Session on December 20, 2017 in the District Office Board Room. The meeting was called to order at 5:05 pm by Chairperson, Rose Jeffery.

2.2 Pledge of Allegiance

Mrs. Jeffery led the Pledge of Allegiance.

2.3 Roll Call of Members

Present were Personnel Commissioners: Mrs. Rose Jeffery, Chairperson, Mrs. Nina Brandt, Vice-Chairperson, and Mr. Nathan Harimoto, Member. Ms. Marina Mihalevsky, Director, Classified Personnel was also present.

2.4 Actions Taken in Closed Session

None.

2.5 Oath of Office – Rose Jeffery – Joint Appointee for the Term of Office through November 30, 2020

2.6 Personnel Commission Reorganization, 12/2017 – 11/2018

On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, Nina Brandt was appointed Chairperson. On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0, Nate Harimoto was appointed Vice-Chairperson.

III. GENERAL INFORMATION:

3.1 Agenda Approval

On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved the agenda for the meeting December 20, 2017, as submitted.

3.2 Approval of Minutes

On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission approved the minutes for the regular meeting on November 15, 2017, as submitted.

3.3 Reports/Announcements

A. Director, Classified Personnel, Marina Mihalevsky

Ms. Mihalevsky made several announcements as follows:

- Ms. Mihalevsky shared that it has been a very busy period in Classified HR relative to recruitment activity.
- Ms. Mihalevsky shared that HR anticipates working with the Special Education department in restructuring the paraprofessional/special education job classification to a multi-tier class structure. A proposal should be drafted by spring time.

B. Assistant Superintendent, Personnel Services – No Announcements

C. CSEA Representative – Angela Sommer

Ms. Sommer made the following announcement:

- CSEA has new board members: Debbie Hanna – President, Jo-Ann Flowers – 1st Vice President, Jennifer Coates – 2nd Vice President, Jeanne Orth – Treasurer, Harriet Osinski – Secretary, John Hendrickson – Public Relations Officer.

D. Commissioners – No Announcements

3.4 Public Comments

No Comments

IV. CONTINUING BUSINESS:

4.1 Vacancy Report

Ms. Mihalevsky reviewed the vacancy report.

4.2 Establishing Field of Competition for Current/Upcoming Recruitments

On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved the field of competition for the active/future recruitments as amended on the meeting agenda.

4.3 Ratification of Employment Eligibility Lists

On the motion of Mrs. Jeffery, seconded by Mr. Harimoto, and unanimously carried 3-0, the Commission ratified the employment eligibility lists as submitted.

4.3 Reclassification Request Report

The Commissioners discussed the status of the specified reclassification requests in que.

Job Class	Work Location	Employee Name	Supervisor	Date of Request	Status
Benefits Technician	DO/HR	Elizabeth Jacobs	Mark McLaughlin	9/29/16	RC 12/16/16 – not affirmed Appeal Request submitted 2/10/17 PC Business Order 2/15/17 Postponement Extra-duty stipend issued Pending evaluation for department configuration – function assignment

V. NEW BUSINESS

5.1 PC ANNUAL REPORT 2016-2017

On the motion of Mr. Harimoto, seconded by Mrs. Jeffery, and unanimously carried 3-0, the Commission approved the 2016-2017 Annual Report as submitted.

5.2 NEOGOV Renewal April 2018-19

Ms. Mihalevsky discussed the terms to the NEOGOV renewal for April 2018-19

VI. NEXT MEETING

The regular meeting was announced as follows:

Wednesday January 17, 2018, 4:00 pm (Closed session) - Location: DO / Building B – Conf Rm B2

Wednesday January 17, 2018, 5:00 pm (Open session) – Location: DO / Building B – Conf Rm B2

VII. ADJOURNMENT

Mrs. Jeffery adjourned the Personnel Commission meeting at 5:39 pm.

**Personnel Commission Examination Statistics
2017-2018**

Exam #	Recruitment	Eligibility List Expiration Date	Applications Received	Did not qualify	Invited to written/performance exam	Did not appear for written exam	Did not pass written exam	Did not appear for performance exam	Did not pass performance exam	# recommended for oral exam	Did not appear for oral exam	Did not pass oral exam	Disqualified Material Fact	# placed on eligibility list	# on merged eligibility list
17-215-S	Custodian Substitute	12/18/2019	16		16	9								7	
17-215-2	Custodian	1/9/2019	52	5	47	17		6	6					18	20
17-411-1	Accounting Technician II	12/20/2018	48	16	32	13	11			8	1			7	

Personnel Commission 1/17/2018

Job Classification	Number of Positions		Assignment Term	Location	Date of Vacancy	Status	Funding
	TO Be Filled	ON-HOLD					
Account Clerk	1		10/3.75	Colina	1/5/2017	pending transfer post	
	1		10 mo / 3.75	TOHS	12/20/2017	pending transfer post	
Behavior Intervention Specialist	1		10.5 mo / 8 hr	District Office	8/9/2017	Reopened recruitment; oral panel 1/12 - final elig list	General Fund
Child Care Assistant	1		209 days/ 3.5hrs	University/various sites	present	Continuous recruitment/Hiring Interviews/Processing	Child Care
Child Care Leader	1		ST/5.0 HR	Wildwood	present	Continuous recruitment/Hiring Interviews/Processing	
Child Nutrition Assistant I	2		ST/3.75 hrs	Various Sites	present	Continuous recruitment/Hiring Interviews/Processing	ChildNutr
Child Nutrition Assistant II		1	ST/3.5 hours	DO	4/3/2017	HOLD	
Clerk Typist		1	ST/3	Various Sites	8/28/2017	Unassigned	General Fund
Custodian	1		12 mo / 2.0	Acacia (2hr) / Park Oaks	present	Certification issued; pending hiring decision	General Fund
	1		12 mo / 4 hr	Sequoia	1/8/2017	pending Transfer post	
Early Care Aide		1	10/3.5	NfL	present	on hold	ChildDev
Early Care Assistant Teacher	2		10 mo / 3.75	Early Care / NfL	present	Pending recruitment/eligibility list	ChildDev
Instructional Media Technician	1		11 mo / 5 hr	LCMS	2/1/2018	Pending recruitment/eligibility list	
LVN	1		209/ 3.5	Acacia		Pending oral panel / est elig list	Gen Fund
	1		207 / 5.5	Redwood		Pending oral panel / est elig list	Gen Fund
	1		207 / 7.0	TOHS	TBD	Pending oral panel / est elig list	Gen Fund
Paraprofessional/ Special Ed	18		ST / 3.0 Hr.	DO/Special Ed	present	Continuous recruitment	General Fund
	2		ST / 3.5 Hr				
	1		ST / 5.5				
Purchasing Specialist	1		12 Mo / 8 Hr	Bus Srvces / Purchasing	present	Pending recruitment/eligibility list	General Fund
Registrar	1		11.5 mo / 8 hr	TOHS	present	Certification issued; pending hiring decision	
Site Computer Technician I		1	11 mo / 8 hr	Technology Svcs	present	on-hold / service need? / funding	Gen Fund
Systems Administrator	1		12 mo /8 hr	Technology Svcs	present	Pending recruitment/eligibility list	Gen Fund
School Outreach Assistant		1	ST/3	Glenwood	8/22/2017	on-hold / funding	Title I/NGF

Upcoming Board Meetings - Positions to be Established

Job Classification			Positions/Type	Location	Funding Source	Recruitment Type